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TECHNICAL REPORTING

1. Since the inception of IDEALIST, CORONA, and OXCART, Headquarters program management concept has been contingent upon a nucleus of key people, personal contact with contractors, and little or no diversion of effort.

2. Since IDEALIST has been operational for some years, contractor reporting is confined to field service inputs from various detachments coupled with Headquarters/contractor review meetings and as required, daily telephone contacts.

3. OXCART program monitoring is accomplished by personal contact and written reports. The former is reflected in daily telephone contact, numerous visits to and from contractor facilities, and in periodic suppliers meetings which are conducted at least quarterly. This personal contact has proven most effective in keeping on top of the program with the minimum time expended. Examples of Lockheed and Pratt and Whitney suppliers meeting presentations are shown in Attachments 1 and 2.

4. Eastman-Kodak film processing, procurement and R&D technical reporting is confined to a) quality and processing evaluation reports following each operational and test aircraft and satellite mission processed by Eastman, and b) ad-hoc and quarterly reports on R&D contract activities and film supply status.

5. OXCART written reports include the following:

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| a. Daily aircraft status report | Attachment 3 |
| b. Flight reports each aircraft flight | Attachment 4 |
| c. Daily engine flight report | Attachment 5 |
| d. Weekly engine field activity report | Attachment 6 |
| e. Navigation System flight report | Attachment 7 |
| f. Weekly aircraft configuration
modification report | Attachment 8 |

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- g. Camera System flight report Attachment 9
- h. Weekly engine development program report Attachment 10
- i. Monthly engine development program and field activity report Attachment 11
- j. Numerous daily messages on specific problem areas.

6. Attachment 12 lists various examples of detachment reports of an operational nature.

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23 April 1965

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: OSA Contracting Officer Fiscal Control and Management of OSA Contracts

1. The following elements and reports constitute the framework of OSA Contracting Officer's fiscal management and funding controls:

(a) Contractors' proposals, as submitted in all cases with price and cost breakdowns.

(b) Pre-contract audit and evaluation reports as submitted by specially assigned Air Force Auditors (20 Auditors) and/or by the OSA price and cost analyst--it being further understood that these specially assigned Auditors participate fully during negotiations as members of the OSA negotiating committee.

(c) Monthly progress reports (technical performance and delivery status)--copies of which go to the technical monitor and to the Contracting Officer for joint evaluation and necessary implementing action.

(d) Periodic suppliers meetings at which the Government's technical monitors and Contracting Officer personnel assemble with all suppliers of a given program to discuss progress accomplished and priority problems to be focused upon.

(e) Frequent scheduled visitation by Contracting Officer personnel to Contractors' plants for continuous contract monitoring.

(f) OSA Contracts Division policy of having the same contract negotiator follow a contract from preproposal stage to final completion or termination with no shifting of cognizance between contract negotiation and follow-on contract administration--thereby insuring continuity of responsibility.

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(g) Contractors' budget-forecast reports, at least annually, in connection with budget preparation; Contractors submit their concept of funding requirements for the following year or years.

(h) Secure and instantaneous TWX facilities are installed at all major Contractors' plants, insuring daily hard copy reports of immediate technical or fiscal problems as they arise.

(i) Provisioning conferences for spares and GSA held periodically at Headquarters or Contractors' plants and participated in by Contracting Officer personnel, technical monitor, and Depot representatives.

(j) Final (reimbursement type) reports as submitted by the specially assigned Air Force Audit Staff.

(k) Funding status reports prepared monthly by OSA Budget and Fiscal Office indicating current status of obligations and disbursements--distributed to all persons interested in fiscal control including the NRO Comptroller.

2. Attached for overall information is a summary of contract obligations by program and by fiscal year. Also attached is a "contract history" giving numbers and types of contracts, their completion status, and available Contracting Officer and Audit personnel.

Attachments:

As stated in Paragraph 2

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LIST OF ATTACHMENTS

1. Monthly Expenditure and Commitment Curves - OXCART Hardware
2. Monthly Funding Report - Engine Development
3. Monthly Funding Report - All Engine Contracts
4. Monthly Progress Report - Engine Development
5. Pre-contract Proposal and Breakdown
6. OSA Funding Status Report
7. Contracting Officer Advisory Report for Budget Preparation
8. Cost and Technical Presentation to NRO
9. Budget Report
10. Pre-contract Audit Report
11. Final Audit Report
12. TWX Report
13. Contract History
14. Contract Obligations By Program

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